

Minutes of the
Lafayette Workforce Development
Board Meeting

January 12, 2016

I. Call to Order

A meeting of the Lafayette Workforce Development Board was called to order at 2:09 pm by Angela Tauzin, Chairperson. The meeting was held at the Lafayette Economic Development Authority (LEDA) located at 211 E. Devalcourt Street, Lafayette, LA 70506.

II. Pledge of Allegiance

Angela Tauzin, Chairperson, led the Pledge of Allegiance.

III. Roll Call

Roll was called by Claudette Nickerson, WDB Recording Secretary. With 16 out of 23 members present, a quorum was met.

Members Present

Deborah Aymond
Terry Castille
Julie Cherry
Joseph Cilano
Helen Dartez
Terry Garrett

Chris Hockaday
Ryan LaGrange
Rachel Murray
Carlos Perez
Raye Nell Spilman
Spencer Smith

Willie Smith
Angela Tauzin
Melissa Thompson
Nicole Zaunbrecher

Members Absent

Lynn Blanchard
Eric Chapman
Sydney Crawford
Krystal Holder

Chuck Nuzum
Barbara Prejean
Kevin Smith

Staff Present

Cortney Boutte'-Breaux, WDB Exc Admin.
Claudette Nickerson, WDB Recording Sec.
Tina Johnstone, Local Area Coordinator for LWDA #41
Missy Grimmett, Region IV Industry Coordinator
Chanda Moffett, Youth Counselor for LWDA#41

Guests Present

Lowell Duhon, Lafayette Consolidated Gov't	Ellen, Laf. Parish Adult Education
Shanea' Nelson, Lafayette Consolidated Gov't	Brenda Hubbard-Thomas, LWDB #40
Ginger Rabalais, Laf. Parish Adult Education	Carmen Campo, LWDB #40
Karen, Laf. Parish Adult Education	Sophia Seymore, KYTE Coordinator

IV. Introduction of Guests and Swearing In of Board Members

Cortney Boutte'-Breux welcomed all members and guests for attending the meeting despite their busy schedules. Cortney introduced all staff and guests that were present at the meeting. Cortney mentioned that during the October 27th, 2015 board meeting, there were some members who were unable to be sworn in due to being absent; therefore, any member who was present during this meeting would need to be sworn in. Terry Castille was sworn into office by Terry Garrett, Notary Public.

V. Lafayette Workforce Development Board Certification Status

Cortney Boutte'-Breux explained the Local Workforce Development Board Certification process as defined by the Workforce Innovation and Opportunity Act (WIOA) as well as the Louisiana Workforce Commission Office of Workforce Development Local Board Certification Policy. Said policy required submittal of a packet that was inclusive of agreements, nomination forms, conflict of interest forms, etc. Such packet was submitted to the Louisiana Workforce Commission on September 30, 2015. On December 21, 2015, the Chief Elected Official in Lafayette Parish received notification via letter that the Lafayette Workforce Development Board met all of the required standards and was certified to operate as the Local Workforce Development Board in Lafayette Parish.

VI. Review and Approval of the October 27, 2015 WDB Minutes

Angela Tauzin, Chairperson, requested that all members present review the minutes of the last meeting. A correction to the spelling of a guests name was noted.

A **motion** to approve the minutes of the October 27, 2015 WDB meeting with the one revision was made by Terry Castille and seconded by Ryan LaGrange. The motion carried unanimously with no oppositions or abstentions. The following members were in favor: Deborah Aymond, Julie Cherry, Joseph Cilano, Helen Dartez, Terry Garrett, Chris Hockaday, Rachel Murray, Carlos Perez, Raye Nell Spillman, Spencer Smith, Willie Smith, Angela Tauzin, Melissa Thompson, and Nicole Zaunbrecher.

VII. Special Guest Speaker: Ryan LaGrange

Ryan LaGrange, Manager of Workforce Development with the Lafayette Economic Development Authority, provided a presentation on the current workforce in the Acadiana region. During the presentation, Ryan noted that the following industries

have the most employees; Healthcare – 40,096; Retail – 33,616; Manufacturing – 26,845; Mining – 26,410; Accommodation and Food Services – 21,766; and Education – 19,813.

VIII. Eligible Training Provider List (ETPL) for 2016 – Region IV

Cortney Boutte'-Breux provided information on the policy and procedures for approval of eligible training providers in the State of Louisiana as per WIOA and the Workforce Investment Council (WIC). She reviewed the approved list of eligible training providers in Region IV for 2016 as well as those programs that are pending approval and the rejected programs. Cortney stated that decisions on approval of the programs were largely based on the Star Rating of the occupation. She encouraged the board members to inform other training providers that did not submit an application for approval to do so.

IX. Louisiana Workforce Commission Fiscal Compliance Review/Draft Monitoring Policy

Cortney Boutte'-Breux reviewed the letters issued by the Louisiana Workforce Commission that stated the Lafayette Workforce Investment Area was subject to a Fiscal Compliance Review and the list of documents that were submitted to the Louisiana Workforce Commission for review. The final compliance report was reviewed that cited two administrative findings. She explained the findings in detail and also explained the Lafayette Workforce Development Board's response to the findings. Cortney provided information as to how the two findings are being rectified. To comply with one of the findings, the Louisiana Workforce Commission requested that a monitoring policy be established. Cortney reviewed the draft monitoring policy along with the monitoring handbook. After discussion, approval of the policy was requested.

A motion to approve the Lafayette Workforce Development Board Monitoring Policy that will accompany the Monitoring Handbook was made by Carlos Perez and seconded by Terry Garrett. The motion carried unanimously with no oppositions or abstentions. The following members were in favor: Deborah Aymond, Terry Castille, Julie Cherry, Joseph Cilano, Helen Dartez, Chris Hockaday, Ryan LaGrange, Rachel Murray, Raye Nell Spillman, Spencer Smith, Willie Smith, Angela Tauzin, Melissa Thompson, and Nicole Zaunbrecher.

X. Post-Secondary Educational Update

Dr. Willie Smith, Vice Chancellor of Economic and Workforce Development with the South Louisiana Community College, provided an update regarding post-secondary education. Dr. Smith stated that there were no major updates. He did assure

the board that the school does not face budget cuts despite the current budget deficit that the State of Louisiana is facing.

XI. Lafayette Business and Career Solutions Center Reports

Training Report as of January 1, 2015

Tina Johnstone, Local Area Coordinator for the Lafayette Workforce Development Area, provided a detailed report regarding individuals placed in training during calendar year 2015. Tina stated that the Lafayette Business and Career Solutions Center placed 148 individuals in training during the said period and spent approximately \$360,000 of combined funds on the training.

Job Driven National Emergency Grant

Tina Johnstone provided an update on the Job Driven National Emergency Grant. Tina stated that there have been thirty-four (34) participants placed in classroom training at various providers here in Acadiana and forty-six (46) participants placed in the On-the-Job Training program with employers located here in the Acadiana region. She mentioned that the grant contract area, LWDAs #31, #40, and #41, has a total of 175 participants enrolled under the Job Driven grant.

Tina and Cortney provided an update on the additional funds requested under the Job Driven grant. The additional funds were requested as our contract area is performing so well. The contract area will be awarded an additional \$350,000 to continue providing services to those affected by the downturn in the economy.

Youth Services Navigator Report

Chanda Moffett, Youth Counselor with the Lafayette Business and Career Solutions Center, provided the Youth Services Navigator Report. This report was inclusive of the activities that took place between October 2015 and December 2015. Chanda also shared a success story that was written by a KYTE graduate, Joshua Andrews. Mr. Andrews explained how the staff of the Business and Career Solutions Center and KYTE affected his life and his future. He thanked the program and everyone who advocates to ensure the KYTE program continues to operate here in Acadiana.

A **motion** to accept the Youth Services Navigator Report provided by Chanda Moffett was made by Deborah Aymond and seconded by Melissa Thompson. The motion carried unanimously with no opposition or abstention. The following members were in favor: Terry Castille, Julie Cherry, Joseph Cilano, Helen Dartez, Terry Garrett, Chris Hockaday, Ryan LaGrange, Rachel Murray, Carlos Perez, Raye Nell Spillman, Spencer Smith, Willie Smith, Angela Tauzin, and Nicole Zaunbrecher.

XII. Establishment of Committees

Cortney Boutte'-Breux reviewed the current standing committees of the Lafayette Workforce Development Board and purpose of each committee. The current standing committees are the Second Opportunity Scholarship (SOS) Youth Committee, One-Stop Delivery System Committee, Bylaws Committee, Region IV Business Services Coordination Committee, and the Occupational Forecasting Committee. Cortney encouraged each member to volunteer to serve on at least one committee. She referred to the committee selection form that was provided and requested that the forms be submitted as soon as possible.

XIII. Updates

Region IV Labor Law Seminar 12/9/15 – Cortney provided an update from the Region IV Labor Law Seminar that was hosted by the regional staff. She stated that there were over 120 people in attendance. Of the 81 surveys collected, she stated that Rob Roux, LWC Attorney, received great reviews. She also thanked the regional staff that assisted in making the event such a success.

Louisiana Workforce Symposium 12/15-16/2015 – Cortney provided information regarding the Louisiana Workforce Symposium that was held in Baton Rouge, Louisiana on December 15 & 16, 2015. She stated that the following agencies came together to host the symposium: Louisiana Workforce Commission, Louisiana Board of Regents, Louisiana Community and Technical College System, Louisiana Department of Children and Family Services, Louisiana Department of Education, and Louisiana Economic Development. The event attracted people from all areas of the state. She mentioned that during the second day of the event, Jay Dardene addressed the guests on the challenges that Louisiana will be faced with over the next few years. Angela Tauzin, Chairperson, also provided her feedback as she too attended the symposium. She stressed how important it is for local board members to attend statewide events for the purpose of seeing the state agencies come together for the betterment of our state.

Region IV Business Services

Missy Grimmer, Region IV Industry Coordinator, provided an update on the Business Services activities that have taken place over the last few months. Missy mentioned that there has been a regional team formed to assist Costco in scheduling interviews as the store is slated to open on March 17, 2016. Missy referred all members and guests to their packets where they could find a copy of the last issue of the regional newsletter, The Pulse. She specifically pointed out the introduction of the board members from both boards, WDB#40 & #41.

XIV. Upcoming Events

Ambassador Town Center Retail Job Fair 1/14/16 – Missy provided information about the Ambassador Town Center Retail Job Fair that will take place on January 14, 2016 at the Wyndham Hotel on Pinhook Road in Lafayette. She mentioned that the job fair was being hosted by Louisiana Workforce Commission and the Lafayette Economic Development Authority for the huge retail development that is currently being built at the corner of Ambassador Caffery Road and Kaliste Saloom Road. Of the 29 companies that are scheduled to open in the development, 17 of those companies were signed up to participate in the job fair.

Career Connections 2016 – Missy Grimmatt provided information regarding the upcoming Career Connections 2016 event. The event will be held on February 17, 2016 at the Cajundome Convention Center. This event attracts over 4,500 10th grade students from high schools in Lafayette, Iberia, Vermilion, and St. Martin parishes where they are allowed to explore careers in demand occupations that are available in the Acadiana Region. Missy encouraged the board members to register their companies as this is a great event to educate our youth of what career opportunities are available.

XV. Reminders

Personal Financial Disclosure Statements – Cortney provided information regarding the Personal Financial Disclosure Statements that are required to be submitted on or before May 15, 2016. Cortney explained that all members of the board are considered public servants, therefore as required by the Louisiana Revised Statute (R.S.) 42:112412.1, each member must submit said statement for every calendar year in which they serve. She did offer her assistance when completing the forms and mentioned that email reminders would be sent to all members.

Electronic Survey – Meeting Feedback- Cortney mentioned that for the past several years, hard copy meeting surveys were provided at the board meetings in order for the staff to get feedback from members. She mentioned that starting this year, she will be sending the surveys electronically due to the low participation in the hard copy surveys. The electronic surveys will be emailed to members the day after all board meetings. The surveys can be submitted via email or fax.

XVI. Other Business

There was no other business mentioned at this time.

XVII. Public Comments

There were no public comments made at this time.

XVIII. Adjournment

A **motion** to adjourn the meeting was made by Julie Cherry and seconded by Ryan LaGrange. The motion carried unanimously with no oppositions or abstentions. The following members were in favor: Deborah Aymond, Terry Castille, Joseph Cilano, Helen Dartez, Terry Garrett, Chris Hockaday, Rachel Murray, Carlos Perez, Raye Nell Spillman, Spencer Smith, Willie Smith, Angela Tauzin, Melissa Thompson and Nicole Zaunbrecher.

Angela Tauzin, Chairperson
Lafayette Workforce Development Board

Claudette Nickerson, Recording Secretary
Lafayette Workforce Development Board